

# WMS: Did You Know?

## From Professor Merlot



### Ghosts and Accounting, where do these errors come from?

One of the most annoying scenarios is an unbalanced day on the General Journal Entry report, and the inability to find that missing imbalance. Trying to find that ghostly entry doesn't need to be too difficult.

#### Here's how:

Here's the **General Journal Entry –Detail Listing for May 3, 2006**. If the **Difference** field at the top of the Step 2 Report is **NOT 0**, there is an error somewhere in the Invoicing for this date.

Please note that the **Difference = (\$84.50)**, that is, the **Sales Total** is higher than the **Transaction Total**.

Steps to analyze:

- ❑ Close this report using the **Close the Door** button on the toolbar/menu bar.
- ❑ Press the **Open Verify Payments** button on the Export Menu form.
- ❑ Press the vertical scroll bar moving the focus in the **Invoice Number** column at the top left of the form so you move through the Invoice numbering.
- ❑ Look for any similar numbers in the either the **Balance** or **Init. Acc. Rec.** (Initial Accounts Receivables) columns.
- ❑ In this example, note **Invoice Number 11657** shows a **Balance of \$84.50**.
- ❑ Comparing the **Payments** made in the centre section of the form for this Invoice, **\$83.02 + \$50.00 = \$133.02**.
- ❑ The **Invoice Total = 217.52** so the **Balance = \$84.50** is correct. *However, there should be an AR showing in the Initial Acc. Rec. = \$84.50.*
- ❑ Because of the missing Accounts Receivable value in the **Init. Acc. Rec. column**, this is the cause of the error in the report, Step 2.

WMS2000 - [General Journal Entry - Daily Detail : Report]

File View

### General Journal Entry - Daily Listing For Shelley's Wine Emporium For Wednesday, May 03, 2006

**Report Subtotals:**

Transaction Total	\$846.59
Sales Total	\$931.09
Difference	(\$84.50)

**Report Details:**

Transaction For	Description	Account #	Amount
Page: 1			

Ready

WMS2000

File Edit View Insert Records Window Help

### Verify Invoice Payments

Enter the Compare Date you want to verify payments and press the '!' button to display those Invoices and their respective payments (in the lower spreadsheet).

Compare Date: 05-03-2006

Invoice Number	Invoice Date	Discount	PST	GST	Invoice Total	Amount Paid	Balance	Initial Acc.Rec.
11656	05-03-2006	\$21.40	\$0.00	\$4.20	\$247.28	\$247.28	\$0.00	\$0.00
11657	05-03-2006	\$4.28	\$0.00	\$2.52	\$217.52	\$133.02	\$84.50	\$0.00

As you select each Invoice above, you will see their associated payments below. Use the lower portion of this form to edit/delete any errors in payments. To change entries on the top half of this form, Press the 'Glasses' button to display the information above, that form is editable... but please make sure you are right before you make changes to this information!!

Invoice #	Payment Date	Payment Method	Credit Acc Rec	Payment Amt
11657	05-03-2006	Cheque	<input type="checkbox"/>	\$83.02
11657	05-03-2006	Cash	<input type="checkbox"/>	\$50.00

**Invoice's Line Items**

Inv. #	Line #	Disc.	Disc. Amt	PST	GST	Line Total	Product
11657	28385	0%	\$0.00	\$0.00	\$0.00	\$105.00	Chard/ Semillon 23L
11657	28386	10%	\$4.28	\$0.00	\$2.52	\$38.52	6wvk Equip Charge/Sk
11657	28387	0%	\$0.00	\$0.00	\$0.00	\$74.00	chalk

Record: 1 of 3

Invoices with different payment dates  
Print  Preview

Open Export Menu

Record: 4 of 4

Form View



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### Ghosts and Accounting, where do these errors come from?

Now that you have found the error of the missing entry, this is the process to correct the error quickly:

- ❑ Press the **Eyeglasses** button at the bottom of the **Verify Invoice Payments** form
- ❑ The form **Invoices with Date – 05-03-2006** opens and is **editable**.
- ❑ Press the vertical scroll bar to move down the list until you find the Invoice number, **11657**.
- ❑ Position your mouse in the **Init Acc. Rec.** column for this invoice.
- ❑ Enter the \$84.50 in that field. The result should look like this:
- ❑ Close this form to return to the **Verify Invoice Payments** form and press the “ ! “ button at the top of the form.
- ❑ Using the vertical scroll bar on this form, move down until you find **Invoice Number, 11657** and you should see the corrected entry for the **Initial Acc. Rec.**
- ❑ Press the **Open Export Menu** button on this form and re-run the **3 Step Process** for May 3, 2006.
- ❑ The **Daily General Journal – Daily Listing for May 3, 2006** will balance correctly (**Difference = 0**).

Invoices With Date: 05-03-2006

Details for all SALES for this Date:

Inv. #	Discount	PST	GST	Inv. Total	Amt Paid	Balance	Initial Acc R
11654	\$21.20	\$1.71	\$7.31	\$302.45	\$302.45	\$0.00	\$0.00
11655	\$20.70	\$0.00	\$2.10	\$114.10	\$114.10	\$0.00	\$0.00
11656	\$21.40	\$0.00	\$4.20	\$247.28	\$247.28	\$0.00	\$0.00
11657	\$4.28	\$0.00	\$2.52	\$217.52	\$133.02	\$84.50	\$0.00
<b>Subtotals</b>	<b>\$67.58</b>	<b>\$1.71</b>	<b>\$16.13</b>	<b>\$881.35</b>	<b>\$796.85</b>		

Record: 4 of 4

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11654	\$21.20	\$1.71	\$7.31	\$302.45	\$302.45	\$0.00	\$0.00
11655	\$20.70	\$0.00	\$2.10	\$114.10	\$114.10	\$0.00	\$0.00
11656	\$21.40	\$0.00	\$4.20	\$247.28	\$247.28	\$0.00	\$0.00
11657	\$4.28	\$0.00	\$2.52	\$217.52	\$133.02	\$84.50	84.50
<b>Subtotals</b>	<b>\$67.58</b>	<b>\$1.71</b>	<b>\$16.13</b>	<b>\$881.35</b>	<b>\$796.85</b>		

Record: 4 of 4

WMS2000

File Edit View Insert Records Window Help

Verify Invoice Payments

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11657	05-03-2006	\$4.28	\$0.00	\$2.52	\$217.52	\$133.02	\$84.50	\$84.50

Form View

### Ghostbuster's Tip:

If the above tip is not the solution, look for any Invoices for that day that appear to be empty.

- Press the **Payments** button and then press the **Save** button on this form. **If there is a ghost payment it will show up.**
- Press the **Garbage Can** button on the **Payments** form to delete this entry.
- Close the **Payments** form.
- Save the **Invoice** and then close it.
- Re-run your GJE report on the **Export Menu**

... this ghost has been exorcised!

**How to stop this from happening in the future? Use the *Garbage Can* button on the Invoice to delete all the information, Payments, Production and Invoice items.**

